

## FREQUENTLY ASKED QUESTIONS

Title V/Maternal and Child Health (MCH) Grant Application



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**Q.** Can more than one entity from a community apply?

**A.** Yes. It should be noted, however, that preference will be given to applications with collaborative partnerships.

**References:** Application Guidance, Page 1, Eligible Applicants  
Application Guidance, Page 5, Applicant/Grantee Selection (*also see Supporting Document 5*)

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**Q.** For how many of the priorities can each entity apply?

**A.** Applicants can apply for up to two of the four MCH priorities in separate applications.

**Reference:** Application Guidance, Page 1, Funding

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**Q.** Is the grant announcement looking to fund smaller grant amounts or wanting applications to come in at the \$80,000 maximum?

**A.** Each application can be submitted for up to \$80,000 in federal funds. Grant applications for less than that amount are acceptable. Applications exceeding \$80,000 in federal funds will not be reviewed.

**References:** Application Guidance, Page 1, Funding  
Application Guidance, Page 4, Program Budget

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**Q.** How many grants will be awarded?

**A.** The number of grants awarded will be dependent on the number of applications received, the level of funding requested and the availability of federal funds. The projected number of grants awarded is 8-12.

**Reference:** Application Guidance, Page 1, Funding

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**Q.** Can the application support collaboration with an existing program/strategy?

**A.** Yes. However, the funds cannot be used to supplant existing funds (substitution of existing funds). The application should clarify that the funds will be used to expand the existing program/strategy. Programs/strategies and activities must be linked to evidence-based, evidence-informed and/or promising practices.

**References:** Application Guidance, Page 4, Program Budget  
Application Guidance, Page 3, Action Plan

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**Q.** How many Letters of Intent (LOI) are required from an entity that is planning on applying for two of the four priorities?

**A.** The applying entity can submit one LOI stating the two priority areas for which they will be applying. LOI are due November 13, 2015. A LOI is recommended, but not required. The LOI allows the MCH Grant Director to estimate the potential review workload and plan the review process.

**Reference:** Application Guidance, Page 2, Letter of Intent

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- Q.** Is it correct that selected applicants will be funded for five years? If yes, does that mean that you're not expecting to see significant change in behavior/data in just one year?
- A.** Successful applications will be funded for five contract cycles; as it takes time to implement successful programs/strategies and to see change. The initial funding period for selected applicants will be April 1, 2016 – September 30, 2017 (18 months – up to \$80,000 in federal funds). All applicants selected will be funded through September 30, 2021 based on successful completion of grant objectives and availability of federal funding. Additional grant periods will be awarded annually from October 1 – September 30 (12 months) and funding levels will be dependent on availability of federal funds.

At the federal level, the Maternal and Child Health Bureau expects states to “Move the Needle” on selected MCH priorities. Therefore, this expectation must be a requirement for selected applicants as well.

**References:** Application Guidance, Page 1, Funding Period  
Application Guidance, Page 2, Reporting Requirements

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- Q.** Are there suggested best practices in each of the priority areas?
- A.** In the Grant Guidance on Pages 3-4, under “Action Plan”, there are several resources (websites, documents, etc.) listed for each priority area that provide discussion/examples regarding evidence-based, evidence-informed and/or promising practices.

**Reference:** Application Guidance, Pages 3-4, Action Plan

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- Q.** On the first page of the application guidance, the section about the funding period mentions that continued funding is partially contingent on successful completion of grant objectives. If a program made progress towards its SMART objectives but was unable to complete them all would that lead to an automatic loss of funding, or would the final decision on funding be more subjective?
- A.** Completing grant objectives is an expectation, however, it is realized that unexpected situations can occur. It will be important for selected Grantees to communicate any challenges in completing grant objectives.

**Reference:** Application Guidance, Page 1, Funding Period

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- Q.** On Page 4, the term “overmatch” is used in the context of cost sharing. Would you be able to explain what this means?
- A.** Applicants must provide a three dollar match for every four federal dollars. Overmatch means that your budget can have more match than the minimum required. For example, a grant application requesting \$50,000 in federal funds is required to have a minimum match of \$37,500. However, your grant application budget can match over this amount (overmatch).

**Reference:** Application Guidance, Pages 4-5, Program Budget (*also see Supporting Document 4*)

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**Q.** Are there bonus points in relation to the scoring grid? If there are bonus points, would you be able to explain those?

**A.** The Applicant/Grantee Selection Scoring Grid, Supporting Document 5, details how points will be awarded (please refer to the scoring under “Program/Project Narrative). Preference will be given to applicants with collaborative partnerships.

**Reference:** Application Guidance, Page 5, Applicant/Grantee Selection (*also see Supporting Document 5*)

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**Q.** On Page 5, number five on the list of purposes, funds may not be used for is “providing funds for research or training to any entity other than a public or private non-profit entity.” Is this a prohibition on using the grant funds to conduct training for groups that aren’t non-profits?

**A.** No, a non-profit grantee could spend the money on classes that might be used to train staff that do not belong to a non-profit. Just as a reminder – objectives, strategies and activities must be linked to evidence-based, evidence-informed and/or promising practices.

**Reference:** Application Guidance, Pages 4-5, Program Budget

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**Q.** Does the grant application require letters of support from collaborative partners?

**A.** No. However, collaborative organization(s) must be listed on the Summary Proposal form, Appendix A.

**Reference:** Application Guidance, Page 3, Summary Proposal (*also see Appendix A*)

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**Q.** How much detail is required on the Action Plan column “References used for evidence-based, evidence-informed and/or promising practices”?

**A.** At a minimum, the name and web link of the document used to develop the objective, strategy and activities must be included. Additional information such as chapter titles, paragraph headings, pages numbers, etc. would be helpful.

**Reference:** Application Guidance, Pages 3-4, Action Plan (*also see Supporting Document 2*)

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**Q.** Can a home visiting program be used as strategy intervention?

**A.** Yes, if the home visiting program/model is evidence-based, evidence-informed and/or a promising practice.

**Reference:** Application Guidance, Pages 3-4, Action Plan

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**Q.** How many objectives should be written in the action plan?

**A.** There is no requirement for the number of objectives that must be written as part of the Action Plan.

**Reference:** Application Guidance, Pages 3-4, Action Plan (*also see Supporting Document 2*)

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**Q.** Are contracts or Memorandum of Agreements/Understanding (MOA/MOU) required with collaborating organizations?

**A.** No, however, collaborative organization(s) must be listed on the Summary Proposal form, Appendix A. A contract may be required between the Grantee and the collaborating organization if funds are being awarded through a sub-grantee process if required by the Grantee.

**Reference:** Application Guidance, Page 3, Summary Proposal (*also see Appendix A*)

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**Q.** On the Action Plan template (Appendix B), under the Objective column, it states “Note: Your objective(s) may have different timeframes. If successfully selected as a Grantee, you will be funded for five years; hence, consider setting both short- and long-term objectives.” Should the activities also be written in this same manner?

**A.** Activities should occur between April 1, 2016 – September 30, 2017 (18 months).

**Reference:** Application Guidance, Pages 3-4, Action Plan (*also see Appendix B and Supporting Document 2*)

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**Q.** Can we use matching funds from our collaborative partners, or do the matching funds have to come from the lead organization?

**A.** Matching funds can come from collaborative partners. The cost of activities documented for the match requirement must be directly related to the project objectives and strategies. See additional requirements under Program Budget in the Grant Guidance.

**Reference:** Application Guidance, Pages 4-5, Program Budget

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**Q.** Our community hopes to develop a community fitness facility; would the Title V Maternal and Child Health Grant be a good match for this project?

**A.** The MCH grant funding cannot support building, remodeling or construction costs – or the purchase of major equipment. However, the MCH grant can fund a specific program or strategy intervention. All strategies must be linked to evidence-based, evidence-informed and/or promising practices.

**References:** Application Guidance, Pages 4-5, Program Budget  
Application Guidance, Pages 3-4, Action Plan

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**Q.** Can we include staffing, office space, printing of materials etc., as in-kind that our partner agency is providing towards our program?

**A.** You can use these as in-kind as long as they are not federal funds (you can't use federal funds to match federal funds) or the funds are not being used to match another program/project.

**Reference:** Application Guidance, Pages 4-5, Program Budget

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**Q.** I plan to develop timeframes for the first 18 months for our top five goals. How do I identify future goals past the 18-month period and would you expect a timeframe for future goals?

**A.** You could develop both an 18-month and a 5-year “Objective” (see the sample action plan for an example). However, for this application, I am just asking for an 18-month work plan that includes strategies and activities. If you’re selected as a grantee, future goals, strategies and activities will be expected in your Year 2 application.

**Reference:** Application Guidance, Pages 3-4, Action Plan

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**Q.** How much detail are looking for in the action plan activities?

**A.** The sample action plan provided in the grant application contains the minimum amount of information required; additional detail is encouraged. You don’t necessarily have to include every action step, but there should be enough level of detail that doesn’t leave the reviewers wondering what you’ll be doing.

**Reference:** Application Guidance, Pages 3-4, Action Plan

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**Q.** Can you please define administrative costs for this grant?

**A.** Title V/MCH defines administrative costs as the amount of funds the state/grantee uses for *the management* of the Title V allocation. So in general, administrative costs can be used for overall program/project management (not related to direct program/project services), and can be both direct and indirect.

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**Q.** I am transferring my narrative into the templates. When I cut and paste my narrative into the template, I noticed that some of it is not visible and that the font becomes very small. Is there a solution for this? Is there a character limit?

**A.** If the templates are not working, you can submit your action plans and narrative in word documents, just be sure that you have included all of the required information. There are no character limits for any parts of the grant.

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**Q.** Can we include letters of support from our partner agencies?

**A.** Letters of support from partner agencies are not required, but you can submit them. However, because this is not a requirement of the grant, your application will not receive a higher score if letters for support are included.

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**Q.** I see that we can submit hard copy or email copy. Do you know if the applications will be reviewed hard copy or electronically?

**A.** For those applications submitted electronically, we will be printing them out in hard copy for the reviewers.

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